

# Job Seeking Skills Workshops

June- December, 2016



Register for reserved seating. Walk-ins welcome.

★ **Manti Employment Center**  
55 S. Main Suite #3 • Manti, Utah

- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call 435-835-0720, visit [jobs.utah.gov](http://jobs.utah.gov) or come to DWS at 55 S. Main Suite #3 • Manti, UT.

## RESUMÉ WRITING:

June 7, 21	10:00 AM–12:00 PM
June 14, 28	1:00 PM–3:00 PM
July 5, 19	10:00 AM–12:00 PM
July 12, 26	1:00 PM–3:00 PM
Aug 2, 16, 30	10:00 AM–12:00 PM
Aug 9, 23	1:00 PM–3:00 PM
Sept 6, 20	1:00 PM–3:00 PM
Sept 13, 27	10:00 AM–12:00 PM
Oct 4, 18	1:00 PM–3:00 PM
Oct 11, 25	10:00 AM–12:00 PM
Nov 1, 15, 29	1:00 PM–3:00 PM
Nov 8, 22	10:00 AM–12:00 PM
Dec 6, 20	10:00 AM–12:00 PM
Dec 13, 27	1:00 PM–3:00 PM

## INTERVIEWING SKILLS:

June 1, 15, 29	10:00 AM–12:00 PM
June 8, 22	1:00 PM–3:00 PM
July 6, 20	1:00 PM–3:00 PM
July 13, 27	10:00 AM–12:00 PM
Aug 3, 17, 31	1:00 PM–3:00 PM
Aug 10, 24	10:00 AM–12:00 PM
Sept 7, 21	10:00 AM–12:00 PM
Sept 14, 28	1:00 PM–3:00 PM
Oct 5, 19, 27	10:00 AM–12:00 PM
Oct 12, 26	1:00 PM–3:00 PM
Nov 9, 23	1:00 PM–3:00 PM
Nov 16, 30	10:00 AM–12:00 PM
Dec 7, 21	1:00 PM–3:00 PM
Dec 14, 28	10:00 AM–12:00 PM

**RESUMÉ WRITING:** Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov) 

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.